

## Interview Rating Sheet

**Student Name**

C J YORK

Rating Advanced = Applicant demonstrates excellent qualities in specific category Proficient = Applicant demonstrates good qualities in specific category Partially Proficient = Applicant demonstrates average qualities in category Not Proficient = Applicant demonstrates below average qualities in category  <b>Check the appropriate box:</b>	Advanced	Proficient	Partially Proficient	Not Proficient	<b>Total Points</b>
Personal Appearance(Grooming and appropriate attire)	✓				
Proper greeting, introduction, and closing	✓				
Poise, maturity, and attitude	✓				
Self-confidence, initiative, and assertiveness	✓				
Communication Skills	✓				
Career Knowledge and Career Plans	✓				
Qualifications for the job	✓				
Total Checks for each Column	7				
x Point Values	x 4	x 3	x 2	x 1	
Total Point Values	28				28
<b>Letter of Application and Resume</b>					
Clear and concise presentation of facts with logical arrangement		✓			<b>Total Points</b>
Correct grammar, punctuation, spelling, and acceptable style		✓			
Educational Background	✓				
Total Checks for Each Column	1	2			
x Point Values	x 4	x 3	x 2	x 1	
Total Point Values	4	6			10